

How To Respond To An **ACTIVE SHOOTER**

Quickly determine the most reasonable way to protect your own life. Students and guests are likely to follow the lead of faculty and staff during an active shooter situation.

Evacuate

HAVE an escape route and plan in mind.

LEAVE your belongings behind.

KEEP your hands visible.

Hide

HIDE in an area out of the active shooter's view.

BLOCK the entry to your hiding place, and lock the doors.

Take Action

AS A LAST RESORT when your life is in imminent danger:

ATTEMPT to incapacitate the active shooter.

ACT with physical aggression, and throw items at the active shooter.

Call 911 When Safe To Do So

How To Respond When Law Enforcement Arrives

REMAIN calm, follow officers' instructions.

IMMEDIATELY raise hands and spread fingers.

KEEP hands visible at all times.

AVOID making quick movements such as holding onto officers for safety.

AVOID pointing, screaming or yelling.

DO NOT ask for help or directions when evacuating.

PROCEED in the direction where officers are entering the premises.

Information To Provide To Law Enforcement or 911

LOCATION of the active shooter

NUMBER of shooters

PHYSICAL DESCRIPTION of shooter(s)

NUMBER of and type of weapons held by shooter(s)

NUMBER of potential victims

Recognizing The Signs

An active shooter may be a current or former employee. Alert your human resources department if you think an employee exhibits potentially violent behavior. Indicators include:

INCREASED use of alcohol or illegal drugs

UNEXPLAINED increase in absenteeism or vague physical complaints

DEPRESSION or withdrawal

SEVERE mood swings and unstable or emotional responses

INCREASED discussion of problems at home

UNSOLICITED comments about violence, firearms, weapons and violent crimes

Active Shooter Safe Place

Pre-Plan

Identify safe spaces in your office or classroom with:

ENTRANCES & EXITS that lock

MOVABLE furniture that can reinforce the door

FIRST-FLOOR WINDOWS for escape

Be Proactive

TAKE your cell phone & place on vibrate to conceal position

NOTIFY police of your location and status of people with you

For more information and training contact the SF State Police Department at **415.338.7200** or **upd@sfsu.edu**.



**SAN FRANCISCO
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